



Public Examinations

Candidate Handbook 2024/25

**Centre Number:
58339**

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1. Introduction

This handbook is for all candidates entered for public examinations at Bohunt School, and their parents.

It is the School's aim that every candidate is given the same, fair opportunity to complete examinations and assessments to the best of their ability.

Bohunt School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the Centre and are made aware of the required JCQ and Awarding Body instructions and Information for Candidates.

Candidates must comply with the rules and regulations at all times or risk being penalised by the Awarding Bodies whose penalties include loss of marks and disqualification. Ignorance of the rules and regulations is not accepted as a defence for non-compliance.

A copy of this handbook, and links to JCQ's information for candidates are available on the School website: <https://www.bohunt.hants.sch.uk/about/School-performance-and-exam-results/>

It is each candidate's responsibility to read and understand the rules and regulations for examinations. Queries should be directed to the Exams Officer.

2. Contacts

- School Reception: 01428 724324
- Exams Officer (EO): 01428 724324 ext 244 or email exams@bohunt.hants.sch.uk

3. Contingency Day

The Awarding Bodies have designated Wednesday, 11 and Wednesday 25 June 2025 as a "Contingency Day" for examinations. Students taking GCSEs, AS or A Levels this year should be available from the date of their first exam up to and including 27 June 2025. This is in case an exam has to be rearranged because of major regional or national disruption.

This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - www.gov.uk/government/publications/guidance-on-contingency-arrangements-for-gcses-as-and-a-levels-in-summer-2022

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the Awarding Bodies' standard contingency planning for examinations.

4. Candidate Details

Candidate Name

Candidates are entered for exams using legal names and this is what must be used on all examination documents.

Candidate Number and Centre number

Each candidate is issued with a four-digit exams candidate number. It appears on the individual candidate timetable. For certain exams, e.g. BTEC, a different number may be issued to the candidate on an exam day.

The School's examination centre number is **58339**

These two numbers are required on all examination or assessment papers. Invigilators supervising each exam will be able to remind candidates if necessary.

Unique Candidate Identifier (UCI), Unique Learner Number (ULN)

In addition to a candidate number, each candidate will have a UCI (12 numbers and 1 letter) and a ULN (10 digits). These numbers are for administrative purposes and it is not necessary for candidates to remember them.

5. Entries and Individual Candidate Timetable Entries

Every student who is a class member of a subject taught in this School will be entered for the most appropriate level of exam as determined by the relevant Head of Faculty. Entry fees will be paid by the School.

Candidates who do not attend examinations for which they have been entered, without an acceptable reason, may be charged the entry fee.

Individual Candidate Timetable

Generic timetables are available on the School website in the Spring term.

Each candidate will be issued with an individual candidate timetable showing the date, start time, duration, exam room and seat assignment for each externally timetabled exam for which the candidate has been entered.

It will not show dates of internally assessed components, e.g. art timed-test, language speaking tests, as these dates and arrangements will be issued separately by subject teachers.

If any information is incorrect or missing, please inform the Exams Officer immediately.

A Candidate Statement of Entry is sent home in February/March in order for parents and candidates to check that personal details and exam entries are correct. The Statement of Entry also gives details of exam dates and times. If this information is incorrect candidates should contact the Exams Officer as soon as possible so that amendments can be made and submitted to the relevant exam boards. We will require a copy of a candidate's passport in order to make name changes.

Candidate exam timetables are given to candidates around the Easter holidays. Please contact exams@bohunt.hants.sch.uk if you have not received or mislaid your timetable. If you think that any of the information on your timetable is incorrect contact exams@bohunt.hants.sch.uk

Exam room posters are available to view both on the School website in the Exams section, and as attachments at the end of this Handbook.

6. Exams Clash and Supervised Quarantine

Clash Exams Totalling Three Hours or Fewer

When two or more exams are scheduled for the same exams session and the total duration, including any extra time allocated, is **three hours or fewer**, **the exams will be conducted one after the other in the same exams session**. The candidate will remain under exam conditions at their exam desk in between each exam.

Clash Exams Totalling More Than Three Hours

When two or more exams are scheduled for the same exams session and the total exam duration, including any extra time allocated, is **more than three hours**, arrangements will be made for the candidate to take one (or more) of these exams at an earlier or later session, usually on the same day.

A supervised, quarantined break between sessions will be arranged.

Candidates will be notified in advance with clash arrangements; the amended individual start time(s) should be shown on the individual candidate timetable. *Candidates should direct queries to the Exams Officer.*

Quarantined Candidates Must:

- be escorted to/from their quarantine room and kept under supervision at all times.
- **not** communicate or attempt to communicate with non-quarantine students, teaching staff or candidates being quarantined separately.
- **not have access to any unauthorised devices during quarantine** and **must hand-in** to the Exams Officer or Invigilator, any/all of the following items:
Mobile phone, watch, iPod, MP3/4 player, headphones, airpods, smart glasses, pager, any other type of watches, Fitbit or any electronic communication or storage devices. Failure to do so will be considered malpractice.

Quarantined Candidates may:

- Talk quietly to the supervisor and other candidates being quarantined in the same room.
- Revise from their own printed resources.
- Bring lunch or refreshments; candidates will not be allowed to use the canteen

7. Personal Belongings

Any personal belongings, including mobile phones and watches (or other prohibited items), which must be switched off, will be left outside the exam venue. You will not be permitted to take anything in with you, except for your allowed equipment (see paragraphs 15 and 18).

Valuables should not be brought into exam rooms. The school accepts no responsibility for candidates' possessions.

8. Exam Conditions

An exam briefing for all candidates will be given by a Senior member of staff before the exam begins. Candidates must not enter the exam room until directed to do so.

Invigilators are senior members of staff who will be in charge of running exam venues. Remember:

- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the Invigilator
- You must listen to and follow the instructions of the Invigilators at all times in the exam room
- You must not communicate with other candidates
- You should write clearly and legibly
- The Centre Name and Number (58339), exam subject, date and start and finish times will be displayed at the front of the room
- You must not complete any information on the front of your paper until instructed to do so
- The Invigilator will announce clearly when you may begin to write your answers. The examination will formally start at this point
- You must not leave the room in the first 30 minutes or last 30 minutes of the examination, unless permitted for medical reasons, access arrangements or an emergency.

9. Candidate Must and Must Not

Candidates are under formal examination conditions, and subject to the rules and regulations, from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates **must**:

- Arrive in the right place at the right time for each exam, 10 minutes before the start time
- Bring to the exam desk only the permitted equipment for each exam
- Remove the label from their water bottle
- Check their calculator conforms with the rules and has lid/case removed
- Check their pencil case is fully see-through
- Hand-in to an Invigilator, *before the exam starts*, all unauthorised items
- Write in black ink or biro, not gel pens. Diagrams may be drawn in pencil
- Write answers only in the provided answer booklet or additional answer sheets, and only within the marked box borders
- Write question numbers and candidate details on all additional answer sheets
- Place additional answer sheets inside the answer booklet, in order
- Cross once through anything that should not be marked
- Let an invigilator know if there is any problem with the exam paper
- Let an Invigilator know if another candidate is causing a disturbance
- Stop writing/working and put down pens/equipment **immediately** once the exam finishes
- Remain seated and silent after the exam has finished until dismissed by the Invigilator

Candidates **must not**:

- Have access to during the exam, on the person or nearby, or in the exam room any unauthorised items
- Write anything on the question paper or open it until instructed to do so
- Use gel pens or highlighters on answers. Candidates may highlight parts of *questions* only
- Use correcting fluid, pens or tape
- Have or use ordinary paper for any purpose
- Leave the exam room unescorted during the exam
- Leave the exam room until dismissed even if all answers have been completed.
- Communicate in any way with other candidates; this includes looks and gestures
- Disturb other candidates, e.g., by tapping, clicking or whistling
- Copy from other candidates

- Write on or deface examination desks or chairs.
- Remove any exams materials from the exam room, whether used or unused, e.g., question paper, answer booklet, additional answer sheets, provided texts or data booklets etc.

10. Exam Rooms and Pre-Exam Assembly Points

Most exams will take place in the Sports Halls, Multi Purpose Hall, Drama Studio. Exams may also be conducted in other rooms.

Candidates should assemble according to the room of their exam

Instructions for lining-up and entering exam rooms will be given by a Senior Teacher or the Exams Officer.

11. Exams Start Times

It is each candidate's responsibility to be familiar with their individual candidate timetable and to arrive at the correct date/time and location for each exam. Candidates should not assume their exams are scheduled at the same time or in the same room as other candidates.

Unless otherwise stated on the individual candidate timetable or in clash instructions, written examinations at Bohunt School are usually scheduled to start at:

- **9:00am for morning exams**
- **1:30pm for afternoon exams;** *some exams may be scheduled for 1.00pm and 1.15pm*

You should aim to arrive at School at least half an hour before the start of your exam and make your way to your exam venue.

You must remain seated in the exam room until the end of normal time.

If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.

12. Supervision of Exams

Public examinations are supervised by a team of Invigilators made up of teaching staff and a group of experienced external Invigilators.

Our Invigilators must follow strict rules laid down by JCQ for the conduct of examinations.

Failure to follow instructions given by Invigilators is malpractice.

13. Seating in the Exam Room

Seating Plans

In each exam candidates must sit in the specific room and seat, e.g., Sports Hall, A5, assigned on their candidate timetable unless the Invigilator or the Exams Officer instructs otherwise.

Seating plans are displayed daily outside of exam rooms.

Candidates should ask an Invigilator for help if they can't find their seat in the room.

It is malpractice to sit in the wrong seat - candidates could be penalised by the Awarding Body or marked absent with consequences for their results.

14. Identifying and Registering Candidates; Sixth Form ID cards.

On morning exam days, while still 'on-timetable', candidates should not attend registration but should go straight to their pre-exam assembly point.

Senior staff will be present in the exam room to identify and register candidates before each exam session starts.

Sixth Form ID.

This must be placed on the candidate's exam desk with picture face-up.

15. Equipment Required

Candidates are responsible for providing and bringing the right equipment to each exam.

The exceptions are permitted texts, equipment for specific access arrangements e.g. laptop, or equipment for practical exams, which are provided to candidates in the exam room by the School.

Candidates may not borrow equipment from other candidates once in the exam room.

Candidates should bring to each exam:

- Pencil case or plastic bag – ***must be see-through so that contents are fully visible.***
- 2 black pens (minimum)
- 2 HB pencils (minimum)
- Ruler marked with millimetres and centimetres
- Pencil sharpener (which catches the shavings!)
- Eraser

Extra equipment allowed in some exams:

- Compass
- Protractor - *without the container*
- Calculator - *without lid or case*
- Coloured pencils or crayons

In the examination room during the exam candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

E.g. No glue sticks, Post-Its, scissors etc., as well as the more obvious, no mobile phone, watch, etc.

16. Using Calculators

Calculators (without a lid or case) are allowed in most examinations but there are **some exams in which they are not permitted**. Subject teachers should tell candidates what is allowed in each exam.

Where the use of a calculator is permitted or required, the candidate is responsible for making sure that their calculator meets the regulations, and that they know how to use it.

Candidates may not use mobile phones or other devices as calculators.

Calculators must be: • of a size suitable for use on the desk; • either battery or solar powered; • <u>free of lids, cases and covers.</u> The candidate is responsible for the following: • the calculator's power supply; • the calculator's working condition; • <u>clearing anything stored in the calculator.</u>	Calculators <i>must not</i>: • be designed or adapted to offer any of these facilities: • language translators; • symbolic algebra manipulation; • symbolic differentiation or integration; • communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: • databanks; • dictionaries; • mathematical formulas; • text.
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17. Unauthorised Items

In the examination room during the exam candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Do not bring any unauthorised items/material into the exam room. These include:

Mobile Phones
MP3/4 Players or similar
Airpods, earphones/earbuds
iPad/Kindle/Tablet
Watches/smartwatches of any kind
Smart glasses or similar devices
Any internet enabled device
Revision notes / Text Books
Bags

These items are not permitted and possession of these during an exam – on the person or nearby - is malpractice.

You will be reminded about this during the exam briefing and the Invigilator will carry out spot checks before every exam to check for these items. If you are found to be in possession of any type of phone, watch or internet-enabled device, or notes or any kind, once you have entered the exam room, we will be obliged to report this to the exam board.

In addition, candidates must not have:

- any writing or marks on the hands, body or stationery– *not even the date and time of an exam*
- any writing or marks on a Sixth Form ID badge

18. Food and Drink

Food - candidates may not bring food, sweets, cough lozenges, medications etc., of any sort to exams unless this has been agreed in advance with the SENCo for a medical reason and the Exams Officer and Invigilator has been informed of this by the SENCo. All such approved items must be in a see-through bag and free of packaging.

Chewing gum is not allowed in School at any time.

Drink - candidates may bring still water only, **in an un-tinted, clear, plastic bottle without a label.**

Candidates may hand-in these and any unauthorised items to an Invigilator at any point before the exam starts.

Candidates must remove all labels before entering the exam room.

19. End of the Exam

No candidate will be allowed to leave the room until the end of normal time.

Invigilators will announce the end of the exam. Candidates must stop writing immediately.

Candidates must remain seated and check that candidate details are completed correctly on the front of the answer booklet and on any additional answer sheets.

Candidates must hand-in all examination materials, whether used or not, to the Invigilator and wait to be dismissed.

Candidates will be told which exit to use.

Candidates must **refrain from talking** until you are well away from the building so that you do not disturb other students who are still working.

Extra Time Finish

Candidates entitled to extra time or supervised rest breaks during an exam will have been notified of this in writing by the SEN team. Extra time will continue without a break after the end of normal time.

If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.

20. Dress Code

Candidates must wear, as appropriate, to all exams:

- Full School uniform for Year 11 and below
- Not applicable to Bohunt Sixth Form candidates, however, no hoods are allowed to be up in the exam room

Coats and bags must be left outside the exam venue. You will not be permitted to take anything in with you, except for your allowed equipment.

Valuables should not be brought into exam rooms. The School accepts no responsibility for candidates' possessions.

21. Candidates Arriving Late

Candidates arriving late or after candidates have been led into the main exam rooms must:

- **On arrival report to the Exams Officer or an Invigilator**
- If possible before arrival, telephone the School and ask that the Exams Officer is notified of late arrival.
- Declare any unauthorised items

A register is taken at the start of each exam to check candidates are present. Depending on the time of late arrival, the candidate will usually be allowed to sit the exam for the full duration but should be aware that the Awarding Body may not accept your script.

If the exam has already finished the candidate will not be allowed to sit the exam.

22. Absence, Illness, Special Consideration

Absence

Candidates must attend all examinations shown on their individual candidate timetable. Misreading a timetable is not an acceptable reason for absence. The School reserves the right to charge the candidate the equivalent of the entry fee for examinations missed without acceptable reason.

Candidates who will be absent from an examination **should:**

- Telephone the School as soon as possible before the examination
- Email exams@bohunt.hants.sch.uk with candidate details and reason for absence

Illness or Other Difficulties at the Time of an Examination

Candidates who become unwell or who have other difficulties **must:**

- If during or on the day of an exam:
 - Alert an Invigilator or Exam Officer **immediately**
- If before an exam day :
 - Alert the Exams Officer

Special Consideration

This is a post-marking adjustment made by the Awarding Body to compensate for unavoidable, temporary circumstances beyond a candidate's control, for example *temporary* illness or injury or a bereavement, which have led to absence or which have **materially** affected the candidate **at the time of an examination**.

A minor disturbance in the exam room, for example, is not an acceptable reason to request Special Consideration.

Candidates must submit their request for Special Consideration using the School's form. There are evidence requirements and deadlines to be met and in all cases of illness the School requires a letter from an appropriate medical professional to be submitted with the request form.

23. Emergencies during an Exam

In the event of the emergency bell sounding the following will happen:

- The Invigilator will ask you to stop writing, close your answer booklet and put your pen down
- The Invigilator will evacuate the room if there is clear danger
- If there is no clear danger to candidates the Invigilator will await instructions from senior School staff, who will be

with you very quickly

- Candidates cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned

In the event of a false alarm:

- The exam will be re-started once the alarm bell has stopped ringing
- You will be given a few minutes to compose yourself and get ready to start again
- The amount of time lost will be added on to your exam finish time
- The new finish time will be clearly displayed at the front of the room
- Candidates cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned

If an evacuation is necessary:

- The Invigilator will instruct you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
- Remain together as an exam group and go to the exams assembly point specified by the Invigilator
- Candidates cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

24. Examinations Access Arrangements

Candidates granted examinations access arrangements to account for long-term difficulties which would otherwise put them at a disadvantage during an exam, will have been sent a letter by the SENCo explaining them.

Invigilators will apply access arrangements if instructed by the SENCo.

25. Malpractice

'Malpractice' means non-compliance with examinations regulations.

The School is obliged to notify the relevant Awarding Body of all alleged, suspected or actual incidents of malpractice in examinations or assessments.

The awarding bodies make all decisions regarding warnings, sanctions and penalties.

Penalties range from a written warning for a minor non-compliance, e.g. continuing to write for a short time after the end of the exam, to loss of all marks in a component, e.g., for possession of a switched-off phone, to disqualification from all exams for up to five years, e.g., for use of a mobile phone or use of notes.

26. Booster Sessions and Study Leave

Candidates will be notified in writing by the Head of School of arrangements for booster sessions and study leave, if any. Not all year groups and not all candidates will be given booster sessions and study leave.

27. Results

Provisional Statements of Results, which are subject to change, are issued to candidates of Summer exams in August and will be available for collection as follows:

A Level Results will be published on Thursday, 14 August 2025 and will be made available at Bohunt Sixth Form, when senior staff will be here for advice and consultation. We strongly advise that you collect your results in person, and that you are available for two weeks afterwards in case there are any complications. If you don't achieve the required grades for your chosen university, you must seek advice immediately. Swift action can often enable you to obtain a place through UCAS Clearing. Increasingly it is possible to secure excellent places through Clearing and Adjustment, and further guidance will be provided for those students who wish to make use of these services. We will be doing everything we can to obtain the best possible outcome for all pupils. It is essential that you maintain and update your personal details on UCAS so that you are contactable throughout this period.

GCSE Results will be available on Thursday, 21 August 2025. We strongly advise students to attend with their parents/guardians to collect results and discuss Sixth Form options if necessary.

Results for BTec and other vocational qualifications may be issued at other dates/times which will be communicated to relevant candidates.

Collection times will be published on our website. <https://www.bohunt.hants.sch.uk/about/School-performance-and-exam-results/>

Candidates who know they will be away in August are advised to write a nominee permission letter before 01 July 2025. Alternatively, Results may be posted, for which you must supply an A4 hard backed, appropriately stamped (Signed For) addressed envelope. This letter must be given to the Exams Officer.

Candidates or their nominees, should collect their results in person from the School on the relevant morning. Nominees must present their own ID and the candidate's written and signed permission naming the nominee as collector.

Results will not be issued by telephone or by email.

Results left uncollected at 13:00 on Results Days will be held at Bohunt School Reception.

28. Post-Results Services – Reviews of Results

Once you have received your results you will need to discuss these further with your teacher if you have not achieved the grades you need for university or entry into Sixth Form/College, or if you feel have not achieved the grades you expected to. Enquiries About Results should not be applied for without first speaking to a senior member of staff, because remarks can result in grades going down as well as up. Senior staff are very experienced in advising students in these matters

A-level candidates should, ideally, submit requests for Reviews of Results on results day if a university or higher education place depends upon results.

Reviews of Results services incur fees payable by candidates. Candidates/parents will be asked to submit a cheque per service required. If a refund is due, this will only be completed late November 2025.

The services available, their deadlines and prices will be available on our website or from the Exams Officer from Results days.

All services, including that by which the School requests candidates' scripts for its own use in teaching and learning, require the candidate's written consent to be given after the publication of results.

Copies of the relevant forms for each request/consent type will be available from the Exams Officer and on our website.

The opportunity to request a review of internally marked non-examination assessment (NEA) marks will have been given to candidates before submission of marks to the Awarding Body and no further individual review is available post-results.

29. Certificates

The certificate is the final record of a candidate's achievement(s) and includes any changes made due to Reviews of Results.

Certificates are issued in the candidate's legal name.

Certificates will be available for collection from the School by candidates at the GCSE Certificate Presentation Evening towards the end of the autumn term following the Summer exams; candidates will be notified of relevant dates and times when they collect their Results and this information will be on our website.

If Candidates cannot attend the GCSE Certificate Presentation Evening, they may collect their certificates in person from the School after the Presentation Evening. Candidates may also nominate another person to collect on their behalf. Nominees must present their own ID and the candidate's written and signed permission naming the nominee as collector.

Alternatively, Results may be posted, for which you must supply an A4 hard backed, appropriately stamped (Signed For) addressed envelope.

Unclaimed certificates will be kept by the School for twelve months from the date of issue after which they will be securely destroyed.

Awarding bodies may be able to issue a certifying statement of results to a candidate to replace an unclaimed or lost certificate but they will charge a fee and in some cases it may not be possible.

Certificates for GCSE'S completed prior to end of Year 11 will be retained by Bohunt School until the candidate has completed all of their GCSE's

30. Examinations and Complaints Policies and Procedures

The School's examinations policies and procedures may be found on the School's website:

<https://www.bohunt.hants.sch.uk/about/School-performance-and-exam-results/>

The School's complaints and equality policies, among others, may be found on our website:

<https://www.bohunt.hants.sch.uk/about/statutory-information/>

31. JCQ Exam Board Guidelines

At Bohunt School we enter pupils for exams with four different exam boards (AQA, Eduqas, Edexcel and OCR).

If you are taking an exam with AQA, Edexcel or OCR, your exams are regulated by a body called the Joint Council for Qualifications (JCQ) and we are obliged to follow their examination rules and regulations when we run Public Exams.

On the next few pages you will find documents for candidates from JCQ, which you should read carefully.

32. JCQ Information for Candidates

Candidates' should read the following Joint Council for Qualifications (JCQ) documents for exams candidates:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Information for candidates – written exams

Information for candidates – on-screen tests

Information for candidates – non-examination assessments

Information for candidates – privacy notice

Information for candidates – social media

<https://www.jcq.org.uk/exams-office/exam-room-posters>

Candidate warning - general

Candidate warning – unauthorized items

These documents are also available on the School's website